

# BAILEY<sup>®</sup>

## NURSERIES

POSITION: Foreperson - Production  
LOCATION: Illinois

### JOB OVERVIEW:

Responsible for directing and supervising field production crews.

### JOB DUTIES/RESPONSIBILITIES:

- Responsible for assisting the Department Head with all aspects of outdoor container plant production, which includes but not limited to the following:
  - a. Directing crews and monitoring different tasks related to growing and plant maintenance such as trimming, spacing and consolidation.
  - a. Responsible for maintaining accurate records and metrics of specific production tasks as directed by the Dept Head.
  - b. Monitor workplace activity and processes to always assure maximum productivity.
  - c. Works with the Dept Head on land planning and preparing ground for new plantings and crop rotations.
- Evaluate work performance of subordinates, monitor attendance, review timecards, and take action regarding promotion, discipline, and/or other personnel issues.
- Works with the Dept Head on sequencing/prioritizing workload. Plans, organizes, and maintains production and planting records or metrics as directed.
- Ensure supplies/equipment needed for production crews are sufficient and they have what they need prior to and during work hours. In addition, works with the Dept Head on ordering supplies and materials from external vendors, as necessary.
- Assists Dept. Head in identifying, developing, and training new employees with proper procedures, and proper equipment use.

### QUALIFICATIONS/SKILLS:

- Ability and/or willingness to learn to operate machinery/equipment required for the job. (Tractors, conveyors, loaders, etc.)
- Strong organizational and communication skills (both verbal and written).
- Ability to direct, lead and work with a diverse group of people.
- Ability to work weekends/extended hours as needed.
- Basic computer skills with Microsoft Word, Outlook, and Excel necessary.
- Ability to learn and execute company policies/procedures/rules as applicable.

### ADDITIONAL INFORMATION:

We encourage internal candidates to inform their current supervisor when applying for open positions.

Please submit cover letter or resume to: [laurie.norman@baileynurseries.com](mailto:laurie.norman@baileynurseries.com)

If you would like a more detailed job description, please call  
Laurie Norman at 651.768.3345

POSTING CLOSE WHEN FILLED

# BAILEY

NURSERIES

## Bailey Nurseries Internship Questionnaire

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

College/University: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Freshman  Sophomore  Junior  Senior

I am interested in the following:

Spring Internship Program  
(Starting between January and April)

Summer Internship Program  
(Starting between May and June)

Both Spring and Summer Internship Program

Please describe your career objectives/goals.

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What do you expect to learn from an internship at Bailey Nurseries?

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Describe your skills and abilities that would be pertinent at Bailey Nurseries?

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Which areas/departments within Baileys are you most interested?

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**Please return this questionnaire with a copy of your resume to:**

[elizabeth.martinez-perez@baileynursery.com](mailto:elizabeth.martinez-perez@baileynursery.com)

by October 11, 2024